



<b>WORKING TITLE:</b> ADVANCED PRACTICE CLINICIAN	<b>CLASSIFICATION:</b> HUMAN SERVICES SPECIALIST III
<b>DEPARTMENT:</b> HEALTH AND HUMAN SERVICES	<b>DIVISION:</b> VARIES
<b>PAY RANGE:</b> OPEU 22	<b>FLSA CATEGORY:</b> NON-EXEMPT
<b>PHYSICAL REQUIREMENTS:</b> ATTACHED	<b>WORKERS COMP CODE:</b> 8832
<b>PPE:</b> PER WORK LOCATION	<b>REVISION DATE:</b> JUNE 2019

**JOB DESCRIPTION**

***GENERAL STATEMENT OF DUTIES:***

Provides advanced practice direct behavioral health services (mental health and/or substance use disorder) to assigned clients. Participates in diagnosis, evaluation, and treatment planning. Participates in community research and program planning in assigned program service area. Provides behavioral health consultation and in-service training to community agencies. May perform pre-petition screening. Makes referrals to other local and state facilities. Coordinates community behavioral health services with other community and state resources.

***SUPERVISION RECEIVED:***

Works under general supervision of an HHS Supervisor or Manager. Does not require supervision towards licensure.

***SUPERVISION EXERCISED:***

Provides clinical supervision of QMHP, QMHA or CADC student interns and certified recovery mentors in accordance with Oregon Administrative Rules, licensing boards and County Policy, as required.

**DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:**

- Performs all of the duties of a Human Services Specialist I and II.
- Interviews clients, parents, petitioners, and collateral contacts in preparing social histories and accumulating pertinent information for further diagnostic purposes.
- Recommends to the court, law enforcement agencies, and other social and health facilities disposition or management of problems involving substance use disorder or people with emotional, or developmental disabilities.
- Provides primary counseling and case management for direct services in substance use disorder; family and child guidance counseling; marriage counseling; counseling for mentally ill children and adults; and for formerly institutionalized clients upon their return to the community.
- Provides backup crisis and assessment services as needed.
- Makes determination regarding filing for court commitment of cognitively challenged, alcohol or drug addicted clients; and persons and families with emotional problems in

connection with acute and chronic physical challenges and illnesses.

- Provides 24-hour emergency services to persons who are a danger to themselves or others or who have overdosed on alcohol or other drugs, as necessary.
- Participates in training to provide Director's designee services as necessary.
- Participates in behavioral health consultation to schools, juvenile department counselors, vocational counselors, community health nurses, law enforcement agencies, nursing homes, hospitals, and other community agencies or professional persons serving mentally and emotionally disturbed, developmentally disabled, and alcohol/drug abuse clients.
- Provides in-service training programs for other professional persons or facility staff who work with mentally and emotionally disturbed, developmentally disabled, or alcohol and drug abuse persons.
- Assists in program evaluation and research activities.
- Provides behavioral health education and information to promote public interest and advocacy for services for people who are chemically dependent, and who have psychiatric, emotional and developmental disabilities.
- Participates in Division and program goals, development, evaluation and research activities
- Maintains current records of treatment as required.
- Prepares necessary reports; performs other administrative tasks required by the program supervisor.
- Completes other additional duties as assigned.

### **JOB SPECIFICATION**

#### **KNOWLEDGE OF:**

- Techniques of community behavioral health including mental health, developmental disabilities and substance use disorder services and relationship of mental health/substance use disorder disciplines to the field of community mental health.
- Professional ethics for behavioral health professionals.

#### **SKILL IN:**

- Interacting with mentally ill, developmentally disabled, and alcohol/drug addicted persons.
- General keyboarding and computers.
- Microsoft Windows environment inclusive of using Word, record keeping programs, and other computer skills.
- Communicating effectively, both orally and in writing.

#### **ABILITY TO:**

- Understand the behavior of people under stress.
- Develop cooperative relationships with clients, their families, and the community.
- Maintain relationships with physicians, law enforcement agencies, the courts, public and private administrators, and the community in general.
- Interpret community mental health and substance use disorder services.
- Be eligible to have services billed through commercial insurance plans and Medicare in addition to Medicaid.

- Prepare concise and complete client treatment and progress records.
- Attend work as scheduled and/or required.

**MINIMUM EXPERIENCE AND TRAINING:**

Master's degree from an accredited school in social work, clinical psychology, psychiatric nursing, or a related field with three years post-masters experience. Active professional license in the state of Oregon as a Qualified Mental Health Provider (QMHP) or be a non-licensed QMHP with dual credentialing as a Certified Alcohol and Drug Counselor (CADC I, II, or III).

**OTHER REQUIREMENTS:**

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

Must have an NPI number or be able to obtain one upon employment. Must not be excluded from participation in federal health care or federally funded programs that provide health benefits and must not be excluded from participation in federal procurement (Federal Acquisition Regulation) and non-procurement activities (Executive Order No. 12549).

**WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:**

This incumbent typically works in an office environment, and uses a computer, telephone, and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Frequent interruptions may be encountered throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds.

Contact with the public may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

*The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.*

*The job specification requirements stated are representative of minimum levels of knowledge,*

*skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.*